

CITY OF ROMULUS INVITATION TO BID

ITB 16/17-34 DURA-LAST ROOF SYSTEM

FOR THE ROMULUS PUBLIC LIBRARY

The City of Romulus, Michigan is seeking bids from qualified contractors for the installation of a new, approximate 12,328 square foot, Dura-Last Roof System for the Romulus Public Library located at 11121 Wayne Road, Romulus, MI 48174

- (1) Qualified individuals and firms wishing to submit a bid ***must use the forms provided by the City.*** Bid forms and specifications may be obtained from the MITN system @ <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Bids may be rejected unless made on the forms included with the bidding documents.
- (2) A mandatory pre-bid conference will be held at 1:30 PM, April 7, 2017, in the Council Chambers of Romulus City Hall located to 11111 Wayne Road. In addition to provided clarifications to the bid documents, this will be the only opportunity for vendors to view the existing roof conditions prior to submitting a bid.
- (3) Questions arising out of the pre-bid conference must be emailed to lconway@romulusgov.com and received prior to the deadline for submitting questions, 4/12/2017 at 12 noon local time.
- (4) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the bid documents.
- (5) One (1) original and one (1) copy (stamped "COPY") of the bid must be submitted in a sealed envelope and returned to the ***City Clerk's Office*** no later than 2:30 P.M., Friday, **April 21, 2017**. Bids should be submitted in a sealed envelope and addressed using the Bid Package Label provided in the ITB documents.
- (6) At approximately 2:45 p.m. local time following the deadline for submitting bids, all timely received bids are to be publicly opened and read.
- (7) The successful Bidder will be required to submit proof of all insurance required by the ITB documents and originals of all required endorsements.
- (8) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and proposals and to waive any minor informality or irregularity in proposals received.
- (9) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing lconway@romulusgov.com.